Summer Work Travel 2012

- 1. Eligibility
- 2. Scheduling visa interviews
- 3. Application package
- 4. Application quality: Form DS-160
- 5. What should applicants do on the interview day?
- 6. Program start and end dates. Grace period
- 7. Visitor Safety

1. Eligibility

- **Eligible** for participation:
 - Full-time university students.
 - Second degree students.
 - Medical students or medical interns are considered to be working toward their degree.
- **Not eligible** for participation:
 - Vocational school students including colleges with a III-IV level of accreditation, unless they can demonstrate that studies will ultimately lead to a degree from a full-time post-secondary academic institution.
 - Correspondence students (Студенти заочної форми навчання)
 - PhD students.
 - Non-students.

2. Scheduling visa interviews

You need to schedule your SWT visa interview appointment through the Embassy's call center. Our first interview date this year is Monday, February 6; our last interview day is Friday, June 8.

Steps to schedule an appointment

- 1. Receive DS-2019 and DS-7007 forms. U.S. sponsors must ship all DS-2019s and new forms DS-7007 directly to the agency or the applicant this year. Note: The DS-7007 is not currently available. Until it becomes available it is not required. We will announce when the form becomes available.
- 2. Complete the DS-160 form and print out the confirmation page. Please submit ONLY ONE DS-160 form. Please make sure that all information on the DS-160 is correct before submitting the form. If you gre not sure about any information, it is better to save the form and then retrieve it to fill out any missing or unknown information later. If you filled out several DS-160 forms, you need to choose the correct one and provide the call center with the barcode number of the correct form. Once the form is submitted and the number of the barcode is provided to the call center, no corrections can be made and no new forms can be filled out, as the system will generate a new barcode. You should not fill out a new form if you find a mistake after you sent this information to the call center. Instead, you need to mention it to the Consular Section at the time of finger scanning on the day of the interview. We will reopen the case. Regretfully, in such cases, the applicant will need to leave the premises, correct the information on the form and reschedule an interview for another day. Consequently, please complete DS-160 forms accurately the first time!

Please note that you must complete your DS-160 **before** you make an appointment with the call center.

- 3. **Purchase a PIN code for \$12**. A PIN code is required for all students who wish to schedule appointments. A PIN code buys 8 minutes of time to schedule the appointment and ask general questions. Questions and/or concerns regarding the Call Center group scheduling system can be directed to the Call Center management at: +38-044-207-7071 or +1-888-826-2340, if you're calling from the U.S. Any questions about appointment availability on specific dates should be directed to the call center, not the Embassy.
- 4. Call the Call Center to schedule visa interview. Dial +38 (044) 207-7071. To make an appointment, callers need to provide the Call Center operator

with the full name, date of birth, the international passport number, contact telephone number of the applicant, name of the employer in the U.S, barcode of the DS-160 form.

Please note that you must make your appointment <u>at least two weeks in advance of the interview.</u> For example, if the interview is scheduled for Monday, February 6th, the appointment must be scheduled with the call center before the opening of business on Monday, January 23^d.

5. **Pay SEVIS and MRV fees.** Please pay these fees only after you have scheduled the interview trough the Call Center, These fees are non-refundable and non-transferable to other people.

If you are unable to attend the interview, you must **cancel the appointment**.

3. Application package

Documents required for all SWT visa applicants:

- Original international passport
- Confirmation page of DS-160 with the name of the agency written on it
- MRV receipt
- Confirmation letter from university
- Proof of medical insurance
- Original DS-2019
- Original DS-7007 (new job verification form. The form is not required yet)
- Original student grade book or transcript
- Original university student identity card
- For repeat participants: be ready to discuss your previous experience of participation in SWT and provide evidence if necessary. We reserve the right to request this information from a student before issuing a visa.
- FedEx (Elin Ltd) delivery form filled out with the applicant's contact information

We do not require original SEVIS fee receipt, however every J-1 applicant must pay the SEVIS fee.

4. Application quality: Form DS-160

- You can complete the application form at https://ceac.state.gov/genniv
- The following questions MUST be answered correctly. If an answer is
 incorrect, the applicant <u>must</u> mention this to the Consular Section at the
 time of finger scanning, make corrections in the DS-160 and reschedule
 the interview.
 - Gender
 - Visa type
 - · Date of birth
- Please write the name of the SWT agency on top of the confirmation page of the DS-160. Leave it blank if you are working directly with the U.S. Sponsoring organization.
- If you have an applicant who <u>received a J-1 visa in 2010</u> please write "10 R" on the confirmation page. This will help us process the applicant more quickly at the Embassy on his/her appointment day.

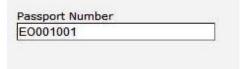
DS-160: Personal Information



- Please do not put the patronymic name in the "Personal information" section.
- Please make sure that nationality (citizenship) is entered correctly.
- Please put the number of the internal passport into the National identification number field.

DS-160: Address and Passport Information

- Please indicate <u>all</u> contact information (all phone numbers, e-mail etc.)
- Please make sure that the passport number is entered correctly (Please make sure to differentiate between the letter "O" and the number "0").



DS-160: Travel Information



• The location you plan to visit in the U.S.:

Line 1: Exact place of potential employment (i.e. 'Burger King Restaurant'). Line 2: Position title and wage (i.e. Waiter \$8/H (40/W).

DS-160: U.S. Point of Contact Information

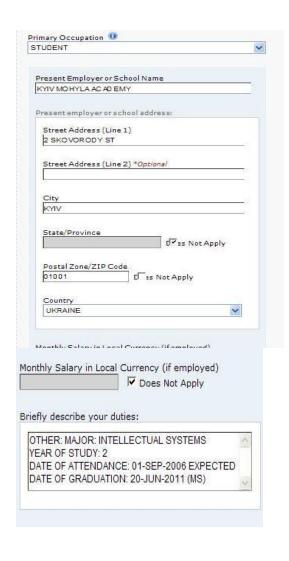


- Contact Person Name in the U.S.: Name of contact person at the place you will be working (i.e. Johnson, John).
- Organization Name in the U.S.: Name of Business (i.e. Johnson Coffee Shops).
- Relationship to You: Employer
- U.S. Contact Address, Phone Number, and Email Address: mandatory fields.

DS-160: Information: Relatives

Please indicate all information about your parents and relatives. Do not
put "don't know" or "N/A" as an answer. If you have any relatives in the
States, you must answer these questions affirmatively and indicate who
lives in the U.S., as well as their immigration status.

DS-160: Present Work/Education/Training



- Primary Occupation: Student
- In the section entitled 'Briefly describe your duties' insert the following:
 - Major: (i.e. Intellectual Systems of Decision Making)
 - > Year of study: 2
 - Date of attendance: 01-Sep-2006
 - Expected date of Graduation: 20-JUN-2011 (MS)

DS-160: Security and Background

You are required to tell us on your DS-160 if you have ever been arrested by the police. Every year, we encounter numerous SWT students who have failed to acknowledge a previous arrest on their DS-160 forms. Information on arrests in the U.S. is available to consular officers at the time of visa interviews. Please do not make this mistake—false statements on a U.S. visa application are a serious matter and may result in a visa denial. You are required to tell us of your arrest even if charges were ultimately dropped.

You have been arrested if:

- Policeman said, "you are under arrest"
- Policeman put handcuffs on you
- Put you into the car and brought you to the police station
- Captured your fingerprints with ink or by other means.
 Failure to indicate an arrest may result in visa denial.
 ALWAYS BE HONEST!

DS-160: Uploading the photo



 Make sure photo meets all quality standards listed on the web-page of the U.S. Embassy in Kyiv at http://ukraine.usembassy.gov/niv-photo.html

DS-160: Sign and Submit



 If the applicant fills in the form with the help of an agency representative, you must indicate the name of the agency on the application.

Back to the top

5. What should applicants do on the interview day?

- Arrive 15 minutes prior to the appointment time.
- Make sure all documents are in order.
- Make sure to read supplemental pamphlet available at http://www.travel.state.gov/pdf/Pamphlet-Printer.pdf
- Go through security check at the guard's station.
- Submit document package, along with the international passport, to the Consular staff member, get fingerprints scanned and receive a numbered ticket.
- Wait for the visa interview.
- Interview with a Consular Officer.
- Receive notification of the interview results from the Consular Officer.
- Arrange passport delivery with the Courier Service located at the entrance to the Embassy, if the J-1 visa is approved.



Back to the top

Please, be aware that bags, purses, cosmetics, mobile phones, iPods, memory sticks and other electronic devices cannot be taken into the Consular Section. It is the applicant's responsibility to store personal belongings.

6. Program start and end dates. Grace period

- Program dates for Ukraine: May 2 Sept 2, 2012.
- Summer Work and Travel participants have to complete their exchange programs and return to Ukraine no later than the beginning of the Ukrainian University academic year.
- Summer Work and Travel participants may remain in U.S. for up to 30 days ("grace period") after completion of the exchange program, but no later than September 2, 2012. The grace period has to be used for domestic travel within the U.S. and/or to prepare for and depart from the United States, and for no other purpose. SWT participants cannot re-enter the U.S. after the program end date indicated on the DS-2019.

7. Visitor Safety

- JVISAS@STATE.GOV: This email address should be used to report problems or abuse to the Department of State.
- All J-1 exchange visitors are required to read WWTVPRA Pamphlet (The William Wilberforce Trafficking Victims Protection Reauthorization Act) prior to the visa interview. The pamphlet is available at http://www.travel.state.gov/pdf/Pamphlet-Printer.pdf

Please note the visa printing process may be put on hold for up to 72 hours due to various administrative processes. Passport delivery takes at least 3-5 business days. Please plan accordingly.

If you have questions/concerns please e-mail to KyivSWT@state.gov. Please note this e-mail is for use only by SWT agencies and only for specific questions which are not of a general nature.